

**Call for Focused Symposia 2021**

**Submission deadline: 5<sup>th</sup> January 2021 at midday**

**Submission guidelines**

Please read this information carefully before proceeding to the online submission form.

Please note that the Physiotherapy conference may be virtual or physical in 2021 therefore the requirements to participate may differ slightly. You will be advised of any changes that may affect your submission.

**1. Submission process**

All submissions must be made electronically [here](#) or by following the link:

<https://physiotherapyuk2021.abstractserver.com/submission/#/>

**2. Important dates:**

**Conference dates:** Friday 5<sup>th</sup> - Saturday 6<sup>th</sup> November 2021

**Focused Symposium submission opens:** 20<sup>th</sup> October 2020

**Focused Symposium submission deadline:** 5<sup>th</sup> January 2021 at midday (late submissions will not be accepted)

**Notification of outcome:** Week commencing 15<sup>th</sup> February 2021

*Please note, if successful you will be required to confirm your commitment to delivering the focused symposium within 4 working days of notification.*

### 3. Focused symposium format

Each focused symposium is organised by a chair who is a recognised expert in the field. The chair has the responsibility for inviting and leading a group of presenters through a series of evidence based and critically reflective linked presentations, drawing out the relevance, applicability, take-home message and potential challenges for the audience. It is important to deliver a coherent session with speakers working together thoughtfully. The aim of the session should be to create an insightful learning experience for students, clinicians, managers, educators, researchers (depending on the topic).

Each focused symposium should consist of:

- an introduction by the chair;
- a maximum of three presentations;
- an audience engagement activity – i.e. interactive Q&A, Panel session, discussion groups etc.
- Inclusion of the patient/client/carer perspective as applicable
- Closing summary by the chair highlighting the implications, applicability and relevant messages to take away.

Each symposium will last 90 minutes

Possible approaches for a focused symposium can include:

- Using a case study or clinical scenario to structure the presentations and discussion related to the topic area;
- Discussing related but conflicting evidence and how to resolve for patient benefit;
- Discussing latest findings in the field from different research perspectives;
- Exploration of complementary skill sets or perspectives to advance an issue;
- Exploration of different approaches taken in different countries/ geographical areas.

#### **4. Conference themes**

The call for focused symposia is open to all aspects of physiotherapy which include service delivery, clinical practice, research and education. The Physiotherapy UK planning group are therefore inviting proposals that address any of the four conference themes below. The CSP is committed to equality of opportunity and we welcome submissions from under-represented groups and diversity networks.

#### **Evolving Practice**

2020 brought many challenges and opportunities to health care practitioners. COVID-19 changed the interface Physiotherapists had with health care seekers, resulting in many remote patient interactions, face to face contact in PPE and exposing the many health inequalities in the UK. 2020 also saw the further development of advanced practice and first contact physiotherapy roles, with additional guidance from the NHS on educational pathways leading to these roles. Physiotherapy MSK clinicians are evolving into more rounded, expert health care professionals, incorporating person centred care and extending traditional roles from out-patient settings into more diverse and integrated arenas. This theme explores the challenges of MSK care in a 'post-covid' world, with a focus on the evolution of the contemporary MSK physiotherapy practitioner.

*Delivered in partnership with the Musculoskeletal Association of Chartered Physiotherapists (MACP) and the Advanced Practice Physiotherapy Network (APPN)*

#### **Transforming Provision**

With current healthcare drivers focusing on population health, including health inequalities and how and where care is delivered, how do we understand patient expectations, preferences and needs in order to transform service provision, add value to the patient experience and ensure a workforce fit for purpose? How do we best promote public health and self-efficacy? This theme explores patient's experiences, the use of data collection and service delivery models within the independent and private sectors to understand how care provision is changing along with the challenges and opportunities faced within this sector.

*Delivered in partnership with Physio First*

## The Rehab Challenge

This theme explores how current evidence demonstrates that rehabilitation works, it explores the adaptations of models of care to support the growing community rehabilitation agenda. It also looks at current drivers, including population health, which is shaping the changing rehabilitation pathways in acute and community settings and the impact of this on under and post graduate education, research, workforce development and planning.

*Delivered in partnership with the Association of Chartered Physiotherapists in Respiratory Care (ACPRC) and the Association of Trauma and Orthopaedic Chartered Physiotherapists (ATOCP)*

## Digital Transformation

The 2020 pandemic led to rapid uptake and expansion in innovations and technology to help deliver patient care. This has led to the need to investigate how we best deliver care in the world post COVID-19, how do we understand patient expectations, preferences and needs to transform service provision? How can we minimise health inequalities and promote public health and self-efficacy? This theme explores patient's experiences, service delivery models and clinical education to meet current workforce requirements.

## 5. Requirements

Usually the symposia chair should complete the online submission on behalf of all the presenters. If a presenter is completing the submission they must identify who the symposia chair is (this can be done by using the check box under Presenter Details - Section 2 of the submission system), whose agreement to participate must have been obtained prior to submission. Please note it is the **submitter** who will receive all communications re: the outcome of the submission.

The online submission form will provide restricted space for data entry; the available word count is indicated on the submission form and below.

The following items should be included in submissions:

### 5.1 Symposia Body (1):

Please read section 6, 'Selection Process' below prior to completing any of the below sections. The **total word count** for sections c - e below is 750 words max.

- a) Theme: please state using the drop down list which conference theme you feel your submission most relates to. Please note that should you be invited to present your symposium, the conference theme that you present under will be determined at the discretion of the conference planning team, this may be different from your original request
- b) Symposium title (max 10 words)
- c) Learning objectives 1 – 3
- d) Description of session (describe the subject, relevance to conference theme/s and rationale)
- e) Implications / conclusions (describe impact/planned impact)
- f) References in Vancouver style (max. 250 words)
- g) Key words (up to 3)
- h) Funding acknowledgments
- i) Previously presented – Yes/No
- j) If yes details must be provided of where and when (max. 50 words)
- k) Target audience (max. 25 words)
- i) Relevance to physiotherapy (max. 100 words)
- j) Summary of the session focus and structure that will be followed (max. 100 words) - For example:  
*10 mins: Chair (introduction)*  
*15 mins: Presenter 1 (title / focus of presentation / audience participation element)*  
*15 mins: Presenter 2 (title / focus of presentation / audience participation element)*  
*15 mins: Presenter 3 (title / focus of presentation / audience participation element)*  
*20 mins: Activity / focus – please describe what this will be*  
*15 mins: Close/Key Messages – please describe how this will be run*

### 5.2 Chair and Presenter Details (2):

Details requested of Chair and Presenters:

- Form of Address
- Academic Title
- First name
- Last name

- Job title / Presenter Title (this will be shown on our online planner)
- Primary Email Contact
- Alternative Email
- Main Contact Telephone Number
- Biography (max. 200 words)
- Picture – please add a headshot following the specifications below

## Photograph Format Guidance:

Photographs for each chair and presenter are now required for submission.

- A headshot in a portrait layout
- 500kb or above
- Original file format such as jpeg.
- No photos to be submitted by using Word, as this decreases the file size.
- A plain background
- Clear quality (no hazy or low light photos)
- No holiday photos (sunglasses, animals, etc)



## Institution Data

- Organisation/Institute
- Department
- Street
- ZIP/Postal Code
- City
- Country
- Province/State

## 5.3 Affirmation (3)

- Copyright and conference proceedings consent
- General – please read the terms and tick to confirm you have read and agreed to the terms

## 5.4 Submit (4)

- You will see a summary of your submission and you can click on the boxes on the left under each heading to go back to any relevant pages
- Please click 'submit' when you are ready to send your submission

## 6. Selection Process:

The focused symposium review group will review all applications and is seeking sessions that comply with the submission guidelines and deliver against the following principles:

**Explore:** The programme *explores one or more* of the following:

- i. the most recent ideas and methods in the literature
- ii. areas of controversy related to outcomes for people and populations
- iii. Different approaches taken in different sectors/countries/geographical area

**Inspire:** The programme is well structured, is likely to *inspire* through meeting **all** of the following:

- i. having a clear purpose and objectives
- ii. individual presentations refer to the 'bigger picture'
- iii. presentation of current evidence, where it exists



**Connect:** Delegates are likely to *connect* with the programme as it contains **one or more** of the following:

- i. reflects the diversity of the profession including under-represented groups such as BAME, DisAbility and LGBTQIA+
- ii. is focused for a defined target audience with significant numbers
- iii. has the ability to draw interested delegates both within and outside the specialty

**Include:** The proposal *includes* a chair and presenters with:

- i. experience (appropriate presentations / publications) and national standing in the field
- ii. track record in delivering education sessions / courses / workshops

**Impact:** The programme will make an *impact* by including **all of the** following;

- i. patient / client perspectives
- ii. opportunities for delegate involvement
- iii. clear take home messages

## 7. General information:

1. All presentations must be made in plain English, with technical terminology and jargon used explained.
2. Please note that symposium submission does not affect any abstract submissions.
3. Symposium chairs and all presenters **must** be available to present on both the Friday and Saturday of the conference. The conference planning team will make the decision on which day / time you will present. You will only present on one of these days
4. Symposium chairs and all presenters must register for at least the day of the conference that their session is programmed.
5. Expenses: Please note for all successful symposia submissions, the chair and presenters will be offered complimentary entry on the day they are presenting. This is offered up to a maximum of 3 presenters and 1 chair. If you do wish to invite another individual to participate in part of the session i.e. as part of a panel or as a facilitator, please note we will be unable to offer a complimentary place to them. Please also note that no other expenses will be offered.



6. If you wish to seek a private sponsor for your symposium please email [physiotherapyuk@csp.org.uk](mailto:physiotherapyuk@csp.org.uk) to inform the planning group of this.
7. Presenters: Excluding the Chair, a minimum of two other presenters (the maximum being 3) are required. If you wish to invite another individual to participate in part of the session i.e. as part of a panel or as a facilitator, please discuss this with the conference planning group (contact details to be found at the end of the guidance).
8. Proposals should address the current evidence, areas of controversy in the literature, implications for practice and the need for further research. Any reference to personal experience or hypotheses should be clearly labelled as such.
9. All research and studies that involve human participants and animal subjects included in submitted proposals must comply with ethical principles and legislative approvals and permissions.
10. All proposals and presentations must adhere to the use of “people-first” language. A person must not be referred to by disability or condition, and terms that could be considered biasing or discriminatory in any way should be removed (e.g. use “person with a stroke” instead of “stroke patients”).
11. Any source of funding for the work being presented should be acknowledged.
12. Presenters are requested to disclose potential conflicts of interest regarding their presentation in the first slide. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.
13. The Physiotherapy UK planning group may invite symposium chairs and presenters to contribute to other congress programming sessions, such as poster walks and chairing abstract sessions. Symposium chairs and presenters are expected to comply with all reasonable requests.
14. Consideration will be given to symposia that supports inclusion, as appropriate, of less experienced presenters.
15. The Physiotherapy UK planning group is exploring options to publish congress sessions and outputs for those unable to attend the congress in person. The use of various media options is being investigated and may include virtual online access. Some sessions may be audio-recorded and PowerPoint presentations recorded. Any recordings of PowerPoint presentations made available online will be in PDF format; original PowerPoint files will not be published. As plans are agreed the implications will be communicated with symposium chairs and their cooperation is expected.

16. The author(s) retain the right, after presentation at the congress, to subsequently include the work in articles, books, or derivative works that he/she authors or edits provided said use does not imply the endorsement of the Chartered Society of Physiotherapy
17. Guidance on presentation format will be provided separately to successful submissions.
18. Successful chairs and presenters will be expected to promote their involvement in Physiotherapy UK 2021 through communication channels available to them
19. Focused symposia are not to be used for marketing opportunities for new
20. products, equipment or organisations, nor to refute or denigrate competitors' products.
21. Descriptions and objectives for each focused symposium will be published in the preliminary and final programmes, on CSP's website and in other promotional material.
22. The placement of the symposium within the programme will be determined by the Physiotherapy UK planning group to ensure the best fit with the overall conference programme. Any requests for specific dates and times cannot be guaranteed, but will be considered if submitted at the time of proposal submission.
23. Any changes to an accepted focused symposium must be submitted to the focused symposium review group for review and approval.
24. All proposal submissions must be completed online by the submission deadline. Proposals received after this deadline will not be considered.
25. On request, a teleconference or video call to support the collaboration amongst focused symposium speakers can be facilitated by the Physiotherapy UK planning group and this is actively encouraged.
26. All decisions of the focused symposium review groups and Physiotherapy UK planning group are final.

## 8. Consent, permissions and copyright

In submitting a proposal, you must confirm that:

- you accept responsibility for the accuracy of the submitted abstract and understand that the content cannot be modified or corrected after the abstract submission deadline and that it will be published exactly as submitted
- all co-authors are aware of and agree to the content of the abstract and support the data presented
- you accept responsibility as the contact person for all correspondence about the abstract and to share information with co-authors about its status
- you have secured any copyright/permissions clearance required relating to any previous presentations, equipment or other material for inclusion in the Physiotherapy UK conference programme, its proceedings or other related publications
- for all studies involving human participants or animal subjects, permission has been obtained from the relevant regulatory authority and properly informed consent given where appropriate
- anyone who is identifiable in the abstract and presentation has given their consent to be included
- the work is original, except for extracts from copyrighted works used with permission from the copyright holders, and that it does not infringe upon any copyright, proprietary, or personal right of any third party
- you have identified any potential conflicts of interest e.g. financial interest in products or processes described in the abstract, stock ownership, membership on an advisory board or board of directors, or other substantive relationships

### 8.1 On behalf of all co-authors the submitter will confirm:

- Transfer of copyright of the symposium abstract/s presented at Physiotherapy UK 2021 to the CSP to publish electronically and in other formats (e.g. conference website, programme, print materials etc.). The author retains the right to publish their research elsewhere, or use the research for personal use or as part of their work, providing it does not compromise the CSP's copyright.
- consent to have authors' names, affiliation and biographical material used in connection with the publication of your work

When completing the online submission process, you will be asked to confirm that you have read and understood the general information and the requirements you are expected to fulfil.